

## Syllabus Template

*Note: The italicized text in the template indicates where you can fill in your own information. This template also contains explanatory information which can be deleted if you feel it's not necessary or does not pertain to your class.*

### *Course Number and Title Term*

### *Introduction to the Course*

*[course description from catalog]*

### *Instructor Information*

*Name*

*Contact Information*

*Introduction/Brief Bio/Photo*

*Office Hours – Electronic, Physical*

*Email response statement (e.g. I will respond to all email correspondence within 48 hours, except on weekends).*

### *Introduction of Other Instructors in the Course*

### *Course Requirements*

*Pre-requisites*

*Textbook & Other Course Materials*

*Listing of Textbooks, etc.*

Textbooks may be ordered from the Chaminade Bookstore (<http://www.chaminade.edu/bookstore/>) or any of the other sources available on the Internet.

### **Minimum technical requirements:**

- Access to email and the Internet
- Internet browser *Internet Explorer* version 5.5 or greater, *Netscape* 6.2 or greater, or another equivalent level of browser (Mozilla Firefox).
- Current version of an operating system, a word processing package, a spreadsheet package, and presentation software (preferably Microsoft Office).
- Since courses may involve sending and receiving large files of information and meeting online, you may find that a high speed Internet connection is advantageous.

### **Time Commitment and Weekly Interactions Requirements**

To be successful in this online course, you must be willing to allocate sufficient time to access course materials, participate in online classes and discussion

groups, and complete all of the assignments. Similar to traditional classroom courses, you will interact with the content, your teacher, and your classmates several times a week through course assignments, asynchronous discussion, and email as indicated in this syllabus. During this course, you should plan on scheduling 12 to 15 hours per week to successfully participate and achieve the course objectives.

### **Academic Integrity Policy**

As members of the Chaminade University community, we are all commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Chaminade degree. Therefore, we shall not tolerate lying, cheating, or stealing in any form.

### **Key Dates**

*Beginning Date*

*Last Day to Add*

*Last Day to Drop Without Record*

*Last Day to Drop Without Final Grade*

*Ending Date*

## **Navigating the Course**

### **Getting Started**

The electronic classrooms for this course are located in eCollege. To gain access to the course you need your Chaminade Student ID (username) and last 4 of your SS# (password).

#### eCollege

1. Open your Internet browser to the Chaminade University eCollege page at [chaminade.ecollege.com](http://chaminade.ecollege.com)
2. Login with your Username and Password
3. Click on Course List to see your current courses
4. Click on the course link and then click on the syllabus link to begin your course.

## The eCollege Learning Environment

<b>Announcements</b> Course announcements will be posted by instructors on your home page	<b>Course Documents</b> Syllabus Assignments Course Materials Presentations	<b>Staff Information</b> Contact information for faculty and support staff
<b>Communications</b> Discussion Boards Group Pages Sending Email Chat Rooms Conferencing	<b>Discussion Boards</b> Weekly/Topic Discussion Forums	<b>External Links</b> Web page links to external resources
<b>Tools</b> Grades Course Evaluation User Manual		

## Communicating Electronically

### Netiquette Expectations

Always practice Internet Etiquette when communicating electronically. The purpose of communicating electronically in an online course is to share information.

- Be respectful of other participants, their time, their bandwidth, and their opinions.
- Remember that you are communicating with people who do not have the advantage of seeing your body language or hearing your voice inflections, and who may interpret your message differently than you intended.
- Using all caps may be interpreted as shouting.
- Use humor and sarcasm carefully (we can't see the twinkle in your eye); add emoticons to provide a visual representation of your intent.
- Keep your critiques constructive; antagonistic criticism is called "flaming" and may cause an unwanted reaction.
- Remember that you are judged by the quality of your writing. Spelling and grammar do count.
- Be coherent and succinct.
- Don't plagiarize; respect copyrights.
- Don't depend on a single source when contributing new information from external resources.
- Be professional.

## **Sending and Receiving email**

The instructor(s) will respond to all inquiries, questions, and other electronic correspondence within a timely, but not necessarily immediate, manner. Most electronic communications will be answered within 48 hours. All email messages from the instructor(s) will be sent to the student's eCollege email address or the Chaminade University's email system. To avoid having your message mistakenly identified as SPAM, please identify the course in the subject line.

## **Learning Expectations**

### **Course Objectives**

At the end of this course, the student will be able to:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

### **Grading Policies**

Scale

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Weight of Assignments, Participation, Other Assessments

<i>Discussion Board Participation</i>	<i>30%</i>
<i>Individual Assignments</i>	<i>10%</i>
<i>Team Assignments</i>	<i>15%</i>
<i>Final Project</i>	<i>25%</i>
<i>Peer Evaluation</i>	<i>5%</i>
<i>Tests</i>	<i>15%</i>

## Course Assignments

### Discussion Board Forums

Discussion Board Forums are designed to facilitate asynchronous interactions about a particular thread or topic. You enter the discussion on your time schedule, read the postings, add comments, and introduce new material related to the topic. The purpose of a threaded discussion is to expand your knowledge through the collective research and comments on the subject. To be successful in online discussion forums, you need to visit the site frequently and become actively engaged in the process.

- Research the topic and add constructive comments and information
- Practice professional netiquette when communicating with others
- Visit the discussion frequently
- Stay on the subject
- Share relevant experiences and external resources
- Strive for quality more than quantity of postings
- Include open ended questions in your postings to encourage dialogue

All students are expected to participate in all Discussion Board Forums. Participation will be graded on the quality of the posting, the use of outside resources, sharing information from organizations and/or specific programs, and contributions to new knowledge.

### Guidelines to Successful Online Discussion

<b>Criteria</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Below Average</b>	<b>Poor</b>
<b>Postings</b>	5 postings, well distributed throughout the week	4 postings, well distributed throughout the week	3 postings, well distributed throughout the week	2 or fewer postings throughout the week	No postings throughout the week
<b>Description of Contribution</b>	<p>Use of Analysis, Synthesis and Evaluation</p> <p>Critical and/or creative contribution</p> <p>Very clear that readings were understood and incorporated well into responses</p> <p>Asks questions that extend the discussion and makes insightful, critical comments</p> <p>Contributes new information and identifies the source</p>	<p>Use of Comprehension and Application</p> <p>Readings were understood and incorporated into responses</p> <p>Exhibits good insights and understanding of discussion question</p> <p>Relates the issue to prior material covered in the course</p> <p>Shows genuine respect and support towards classmates</p>	<p>Use of Knowledge</p> <p>Postings are not on track with readings</p> <p>Repeats basic correct information related to discussion</p>	<p>Seemingly, no evidence that readings were understood or incorporated into the discussion</p> <p>Didn't do the readings</p>	No participation

### *Individual Assignments & Projects*

*Topic and content expectations*

*Format expectations (APA style, # of pages, font size, spacing)*

*Due date and time*

*Submission instructions (email attachment)*

### Team Presentations

To be successful in a virtual group, you need excellent communications skills and a willingness to collaborate. Your team may meet in a variety of different ways, including chat rooms, discussion boards, email messages, and telephone calls. Group work may be presented in the Discussions area as a Powerpoint or Word file.

- Be an active team player
- Contribute to the assignment and share the work load
- Share your thoughts about the process, problems, and concerns
- Provide constructive feedback to the other group members
- Remember that this is a learning process and should increase your knowledge

*Criteria for formation of Teams*

*Topic and content expectations*

*Format expectations*

*Due date and time*

*Submission instructions*

*Presentation*

*Discussion Board Forum (Team Members do not need to post an initial response to their own forum; they do need to respond to their classmates)*

*Report*

### Peer evaluation instructions

Each team member will submit a graded evaluation of the other members of the team based on:

- Collaborative effort and contribution to the research
- Contribution to the preparation of the presentation and report
- Participation in the presentation

Submit a graded evaluation of each team member (maximum of 100 points) to the instructor via email by [*date and time*].

An average of the team scores for each member will be calculated into the final grade.

*Final Project/Presentation*

*Topic and content expectations*

*Format expectations*

*Due date and time*

*Submission instructions*

*Tests, Exams, Other Assessments*

*Day, time, length*

*Format*

*Proctoring instructions*

*Submission instructions*

## **Schedule and Calendar**

*Week/Area – Dates: Topic*

*Readings*

- *Include source and location*
- *Include instructions on how to access, as needed*

*Assignments/Projects*

*Discussion Board Forums*

*Presentations*

*Synchronous Meeting*

*Other*

## **Other Resources**

### **Graduate Programs**

<http://www.chaminade.edu/admissions/grad/>

This link provides information about different graduate programs at Chaminade.

### **Financial Aid**

<http://www.chaminade.edu/admissions/grad/content/financialAid.pdf.pdf>

This link provides you with information about financial aid opportunities.

### **Distance Education Information and Technical Help**

<http://www.chaminade.edu/online>

eCollege assistance is available by telephone (808-739-8327) or email ([jnakason@chaminade.edu](mailto:jnakason@chaminade.edu)).

### **Library Services**

<http://www.chaminade.edu/library/about/index.php>

The library web pages connect you to the many services and resources provided for Chaminade University students, including online databases, e-journals, electronic books, interlibrary loan, etc.

### **Registrar's Office**

<http://www.chaminade.edu/academics/registrar/>

The Registrar's Office web site provides you with information about course schedules, registration, calendars, tuition fees, and grades.

**<End Template>**